



# OUT OF ZONE APPLICATION PROCEDURE

## For families residing outside the Malvern Valley Primary school zone

### **Right to attend the designated neighbourhood school**

Eligible children and young persons have the right to be admitted to their designated neighbourhood government school, regardless of capacity. Accordingly, all students that reside within the area of a designated neighbourhood school (referred to as a 'school zone') must be offered a place when seeking enrolment.

A student's designated neighbourhood school is generally the school that is nearest the student's permanent address as determined by the school zone. The [Find my School website](#) provides guidance on which school zone a student's permanent residence is located within.

### **Attending a school that is not the student's designated neighbourhood school**

Students are able to apply for a place at a school that is not their designated neighbourhood school. All students who seek enrolment in a school outside of their designated neighbourhood school should be enrolled in that school if:

- there is sufficient accommodation at the school

Where there is insufficient accommodation at a school for all students who seek entry, students must be enrolled according to the Placement Policy's priority order of placement.

### **Priority order of placement**

Eligible children and young persons have the right to be admitted to their designated neighbourhood government school, regardless of capacity.

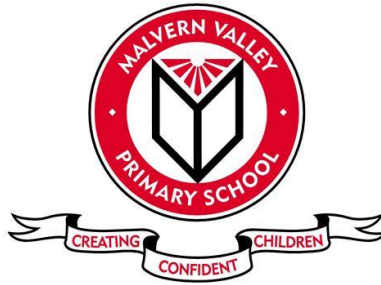
In circumstances where schools do not have sufficient accommodation to accept all students who apply from outside their school zone, schools must manage enrolment applications in accordance with the following priority order of placement:

1. students with a sibling at the same permanent address who are attending the school at the same time
2. all other students in order of closeness of their home to the school.

In exceptional circumstances, a student may be enrolled in a school based on compassionate grounds. This is an overarching consideration and does not form part of the priority order of placement.

Taken from the Department of Education Enrolment Policy:

<https://www2.education.vic.gov.au/pal/enrolment/guidance/placement-policy>



# OUT OF ZONE APPLICATION REQUEST

**For families residing outside the Malvern Valley Primary school zone**

If the residential address on your Application for Enrolment Form is **not** located within our current school zone, but you would still like to be considered for enrolment, please fill out the form below and attach it to your Application for Enrolment Form.

Child's Name	
Date of Birth	
Residential Address	
Reason for Request	
Parent's Name	
Email Address	
Contact Number	